



# Hillsborough Classroom Teachers Association

3102 N. Habana Avenue, Tampa, FL 33607 | 813-238-7902 (T) 813-237-4541 (F) | [www.hillsboroughcta.org](http://www.hillsboroughcta.org)

## **EXTERNAL Vacancy Announcement – Administrative Assistant**

**Classification:** Associate B – Hillsborough Staff Organization Bargaining Unit

**Location:** Hillsborough CTA Office

**Reports to:** Office Manager

**FLSA Status:** Non-Exempt

### Summary

The Hillsborough Classroom Teachers Association (HCTA) seeks an Administrative Assistant. The ideal candidate for this position will exhibit creative problem-solving abilities, excellent customer service skills, the ability to work independently, advanced Microsoft suite skills and the ability to remain organized while managing multiple, competing assignments. This position is responsible for providing a wide variety of clerical and secretarial support to ensure that HCTA services are provided in an effective and efficient manner.

### Primary Duties and Responsibilities

The job responsibilities include, but are not limited to the following:

- Receive all incoming calls from individuals seeking information or member services.
- Manage general requests for information from HCTA staff, union leaders, members, and the public.
- Provide excellent customer service and respond accurately to general questions about HCTA, and route other questions and inquiries to appropriate personnel
- Route physical, electronic, and voice mail to appropriate personnel
- Welcome and maintain log of on-site visitors, determine nature of business, assist in coordinating visitors to correct location(s), and announce visitors to appropriate personnel.
- Prepare office documents and memoranda and distribute documents as requested by other staff or released officers.
- Prepare formal business communications, recurring reports, and similar correspondence.
- Prepare and manage materials for meetings and elections for the HCTA Board of Directors, Representative Council, and HCTA Committees.
- Prepare materials for other HCTA meetings, training courses, conferences, conventions, workshops, and similar events as directed.
- Prepare, order and maintain organized hardcopy and electronic files, documents and other items to meet organizational needs.
- Coordinate registration/travel for members and officers to conferences, conventions, workshops, and similar events as directed.

- Research and distribute information requested by officers, directors/managers, staff, and members.
- Efficiently and effectively use databases and Microsoft Suite including Word, Excel, PowerPoint, Outlook, OneNote, SharePoint and Teams platforms.
- Input general updates to the HCTA website as directed.
- Provide other clerical and secretarial support as needed.
- Attend HCPS and/or HCTA meetings as directed.
- Manage and coordinate special projects as assigned.
- Perform other duties as assigned by the Office Manager and/or Executive Director.

## General Responsibilities

- Acknowledge and support the advancement of HCTA's vision, mission, and strategic goals.
- Identify, contribute to, and support new opportunities to advance HCTA's vision, mission, and strategic goals.
- Perform all work assignments in a manner that effectively and efficiently utilizes HCTA and Affiliate (FEA, NEA, AFT) resources.
- Contribute to and support the development and implementation of all programs and services.
- Perform all duties, responsibilities, and assignments within the guidelines outlined in the HSO/HCTA Collective Bargaining Agreement and in accordance with HCTA Policies and Procedures.

## Qualifications

- A high school diploma or high school equivalent diploma is required.
- An Associate's degree—or an equivalent combination of work experience in a professional setting and/or relevant industry certification—is preferred.
- At least two years of professional administrative experience is preferred.
- Skilled proficiency in Microsoft Office Suite software (Word, Excel, PowerPoint, Outlook, OneNote SharePoint and Teams platforms) and usage of databases is required.
- Strong English-language written and oral communication skills are required.
- Strong Spanish-language written and oral communication skills are highly preferred.
- Touch-typing ability of at least 40 WPM is required; at least 60 WPM is preferred.
- Ability to understand and adhere to organization operations and procedures is required.
- Ability to work independently and manage multiple projects is required.
- Familiarity with the operations of a membership organization or labor union is highly preferred.
- The essential competencies required for this position include interpersonal skills, punctuality, adaptability, and professionalism.

## Other

It is anticipated that this position will require core work hours of 9:00 am to 5:00 pm, Monday through Friday, with a one (1) hour lunch during those hours. Subject to change with proper notice.

## Compensation and Benefits

- The base salary for this position is \$31,361. Salary at hire is based on previous relevant experience consistent with the HCTA-HSO Collective Bargaining Agreement.
- Comprehensive employer-paid insurance package (medical, prescription, dental, vision, life, AD&D, and short/long-term disability).
- Employer-paid defined benefit (pension) and defined contribution (401(k)) plans.
- Generous holiday, sick leave, vacation leave, and paid parental leave policies.
- \$10,000 expense allowance for relocation to Hillsborough County.

## About Us

The Hillsborough Classroom Teachers Association (HCTA) is the exclusive collective bargaining agent for a diverse group of approximately 17,500 Instructional and Education Support Personnel employed by the School District of Hillsborough County (SDHC). SDHC is the 7th largest school district in the country; HCTA-represented employees work at over 240 school and administrative office sites throughout Hillsborough County.

## Application

Interested individuals should send a cover letter, resume, three professional references, and a portfolio of work product demonstrating the ability to perform the duties and responsibilities of this position to HCTA Executive Director Brittni Wegmann via e-mail at [Brittni.Wegmann@floridaea.org](mailto:Brittni.Wegmann@floridaea.org). This position will be open until filled. Candidates who apply before May 16, 2025, will receive preferential treatment. Please contact HCTA's office at 813-238-7902 or [Brittni.Wegmann@floridaea.org](mailto:Brittni.Wegmann@floridaea.org) to request an accommodation during the application process.